

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Appraiser
Position Number: 58108305
Division: Property Assessment
Grade/Salary: 11/ \$10.83 – \$13.05 /hr DOQ
*Training Assignment at 11 / \$10.83 – \$13.05/hr DOQ
Type of Employment: Permanent/Full-time
Location: Red Lodge
Union: Yes
Supplement: No
Hiring Supervisor: Kris Todd
Closing Date: September 29, 2006 (5 pm)

Special Information: Significant travel is required. A valid Montana driver's license is required.

Role Summary and Duties: Perform agricultural and forest land appraisal activities. This involves the review of individual residential, agricultural, and forest land property characteristics consisting of site and improvement data; agricultural and forest land use application forms; assisting other appraisers with gathering and verifying information for residential, agricultural and forest land valuation and sales comparison (market) models. Incumbents analyze, assess, and reclassify land according to agricultural and forestland use; as well as assist other appraisers in the discovery, listing, and analysis of commercial property and/or gathering income and expense data.

Competencies: Demonstrated knowledge of appraisal principles, theory, and methodology for real and personal property valuation and assessment; building construction, equipment, and leases as required for classification; a full range of mathematical skills relative to appraisal assignments; mass appraisal; knowledge and effective application of federal/state statutes, Administrative Rules, and state policies and procedures; and fundamentals of land records. Demonstrated knowledge and ability in negotiation and conflict resolution techniques; analyze and understand financial and real estate market information relative to appraisal; to research, collect data, and prepare necessary reports; organization techniques; analytical skills; word processing, spreadsheet, database, and software applications/program; ability to provide timely and effective written, oral, and interpersonal communication; to think creatively and recommend innovative solutions; proactively focus efforts and energy on successfully attaining goals and objectives; assuming accountability for decisions, actions, and results; and following issues through to completion.

Education and Experience: The above competencies are typically acquired through high school graduation, three years' experience in construction, real estate, agriculture or closely related field, and certification in both residential and agricultural appraisal.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be

found on the Internet at <http://employmontana.com>. Phone: (406) 444-9858 /Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.